



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>College Department:</b>	Canteen
<b>Position Title:</b>	Canteen Assistant
<b>Position Classification:</b>	Lutheran School Officer Grade 1
<b>Tenure:</b>	Casual

### COLLEGE PURPOSE

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

### ACKNOWLEDGEMENT OF COUNTRY

St Martins Lutheran College acknowledges that the school is built on the Traditional Land of the Boandik people. We pay our respects to Elders, past, present and emerging. We recognise and respect their cultural heritage, beliefs, and relationship with the Land.

### COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

## JOB DESCRIPTION

### 1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The purpose of this position is to assist in the delivery of a healthy food service to the students and staff of St Martins Lutheran College. The Canteen Assistant undertakes a range of activities which include food preparation, serving students and accurately processes payments via cash and EFTPOS. This position, while working collaboratively with other canteen staff, ensures that the canteen areas are kept clean and sanitised.

### 2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Canteen Assistant is responsible to the Business Manager for all day to day activities and is expected to work collaboratively with all members of our College community to produce a positive and harmonious team environment. The role requires daily contact with students, staff and parents / carers of students.

All staff members are ultimately responsible and answerable to the College Principal.

### 3. Special Conditions

The Canteen Assistant is employed under the terms and conditions specified in the Lutheran Schools Enterprise Agreement.

~~A 12-week probationary period will apply to permanent employee contracts.~~

### 4. Extent of Authority

Manage assigned work to achieve all goals to finality within policies and guidelines, reporting to the Business Manager work priorities and workloads, and any matters not covered by policies and guidelines.

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## 5. JOB DESCRIPTION Statement of Key Outcomes and Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

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The role of the Canteen Coordinator encompasses activities within the following Key Result Areas (KRAs):

**Food Preparation and Food Safety**  
**Money Handling and Security**  
**Communication and Teamwork**

The responsibilities of the Canteen Assistant, in consultation with other canteen staff, in each KRA are:

### **Food Preparation and Food Safety**

- Maintaining food preparation and kitchen standards of cleanliness and hygiene so that they comply with the Food Safety Standards
- Ensure lunch orders are prepared within set timeframes
- Provide quality canteen customer service
- Ensure that food is not contaminated by cleaning chemicals, cross contamination, un-hygienic work practices or conditions, unsafe temperatures
- Safely operate cooking and food appliances and equipment
- Ensure that any special dietary requirements (ie allergies, religious, cultural), are respected and/or met as required

### **Money Handling and Security**

- Ensure the security of the canteen by following cash handling procedures, locking of doors and windows, restricting unauthorised persons from gaining access to work areas, and turning off appliances (except refrigerators/freezers)
- Ensure accurate recording of sales via cash/EFTPOS or staff account

### **Communication and Teamwork**

- Work effectively as part of team
- Actively contribute to team goals and objectives
- Work with little supervision, be autonomous, communicate effectively and have good interpersonal skills

### **Other KRA**

- Attending staff professional development programs as required
- Any other tasks as reasonably directed and commensurate with grade and experience.

# PERSON SPECIFICATION

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## 1. Educational / Vocational Qualifications / Other Requirements

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- Current South Australian Working with Children Check for paid employment
  - Experience and/or qualifications in food preparation, food safety and handling
  - 'Food Safety Training – I'm Alert' Certificate
  - Responding to Risks of Harm, Abuse and Neglect training (can be obtain upon employment)
  - National Police Clearance (will be arranged by the College upon employment)
  - Valuing Safe Communities (Provided by the College)
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## 2. Personal Skills, Abilities & Aptitude

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The skills, abilities and aptitude of the Canteen Assistant must reflect the professional management of all aspects of working within a team environment in the canteen. These encompass the following:

### Skills

- Outstanding customer service skills
- Numeracy skills
- Demonstrated communication skills to effectively liaise with other staff and relate to students and visitors in a courteous manner
- Time management and prioritise tasks to ensure timely and safe serving of food during recess and lunch times
- Experience handling and being responsible for cash takings and reconciling EFTPOS payments

### Ability to

- Manage a variety of tasks simultaneously and work under pressure
- Be punctual and flexible
- Demonstrate initiative in undertaking various tasks
- Relate to children in a friendly and empathetic manner

### Aptitude

- A personal commitment to the College Vision, Mission and values underpinning the delivery of a Christian based education to students in the College community is essential
  - Have an interest in supporting others and providing exceptional levels of service to a student body
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## 3. Experience

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- Experience in working in a school canteen, community organisation or service industry
- Experience in preparing, handling, cooking and serving fresh, nutritional food
- Experience working cooperatively with a range of people
- Experience being responsible for cash takings and reconciling EFTPOS payments

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#### 4. Knowledge

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- Knowledge of food safety regulations
- Knowledge of allergies, anaphylaxis and the College's guidelines and procedures in responding to an anaphylactic reaction

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#### 5. Work Health and Safety

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- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents
- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace

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#### 6. Classification Level

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Lutheran Schools Officer Grade 1. (Refer to the guidelines in the Lutheran Schools Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

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#### 7. Performance Standards & Review

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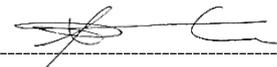
An annual Performance Review is undertaken with the Business Manager to determine capacity to meet the demands of the role; where additional skills training is required and what level of job satisfaction is being obtained.

## APPROVAL

Job Description & Person Specification Approved

Alan Connah

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(Principal (Print Name))

  
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(Signature)

Date:

Acknowledged by Person Selected

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(Print Name)

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(Signature)

Date: